

MINUTES
MISSISSIPPI COMMUNITY COLLEGE BOARD
Friday, July 13, 2012

The regular meeting of the Mississippi Community College Board was held at 9:00 a.m. on Friday, July 13, 2012, at the Harrah's Mid-South Convention Center in Robinsonville, Mississippi.

Members present: Mrs. Patricia Dickens, Chair; Mr. Chip Crane, Vice-Chair; Mr. Bubba Hudspeth; Mr. Lee Bush; and Mrs. Cheryl Thurmond. Mr. Bruce Martin, Mr. Tom Gresham, and Mr. John Pigott participated via conference call. *Members not present:* Mr. Bobby Steinriede and Mr. Duncan McKenzie.

MCCB Staff in attendance: Dr. Eric Clark, Mrs. Deborah Gilbert, Dr. Debra West, Dr. Shawn Mackey, Mr. Ray Smith, Dr. Joan Haynes, Dr. Christian Pruett, Mr. Raul Fletes, Mr. Kell Smith, Mrs. Cynthia Jiles, Mrs. Shana Hansen participated via conference call.

Guests in attendance: Mr. Chuck Rubisoff, Office of the Attorney General; Dr. David Cole, President of Itawamba CC; Mr. Nolan O'Reilly, Board Trustees of Holmes CC; Mr. Jack Ramsey, Chairman of the Board of Northeast MS CC; and Dr. Johnny Allen, President of Northeast MS CC.

CALL TO ORDER

Chairman Patricia Dickens called the meeting to order at 9:00 a.m. and read the meeting notice for the August 16 and 17, 2012, MCCB Board Meetings.

MEETING NOTICE

The Mississippi Community College Board Committee of the Whole dinner meeting will be held Thursday, August 16, 2012, at Huntington's Grill at 6:00 p.m. The meeting will reconvene in the Hattiesburg Room of the Hilton Hotel at 7:00 p.m. that same evening. The regular monthly meeting of the Mississippi Community College Board will be held at 9:00 a.m., Friday, August 17, at the Mississippi Community College Board, 3825 Ridgewood Road, Room 507 of the Education and Research Center in Jackson, Mississippi.

PRELIMINARIES

Chairman Dickens welcomed all board members and visitors and then asked Mr. Lee Bush to provide the Invocation.

Approval of June 14 and 15, 2012 Meeting Minutes

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the minutes of the June 14 and 15, 2012, MCCB Board meetings.

Approval of Agenda

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Chip Crane, the MCCB Board **voted unanimously** to approve the agenda.

Cynthia Jiles asked the Board to approve amendments to the agenda to reflect moving two exhibit items from the Career and Technical report to the Finance report.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve amendments made to the agenda.

REPORTS/ACTIONS

Oath of Office

Mrs. Shana Hansen administered the oath of office to Mrs. Cheryl Thurmond and Mr. John Pigott.

Executive Director's Report

Dr. Clark began his report by welcoming all board members and guests to the board meeting.

Dr. Clark reported that his staff has been working on a letter to our Congressional delegation in support of Pell Grants. The letter, endorsed unanimously by the community college presidents, will stress the importance of our system and the impact of cuts to Pell Grant funding.

Dr. Clark reported that Governor Bryant has commissioned a Workforce Training Taskforce to look at improvements to fulfilling the workforce needs of our state. Jim Barksdale is Chairman of this taskforce.

Dr. Clark reported that Maris West Baker has created a six minute workforce video that will play a large role in our marketing needs to make the public more aware of what our system provides.

Dr. Clark reported that Mr. Bruce Martin has agreed to continue serving as the MCCB representative, at Governor Bryant's appointment, on the EdNet board.

Dr. Clark reported that tax collections have increased in comparison to last years' numbers.

Dr. Clark reported that annual staff evaluations have been completed and he then commended the service of the 35 MCCB staff members.

Dr. Clark reported that MCCB and the community colleges have met the July 1 legislative requirement to create an accountability and transparency website. Dr. Clark thanked Deborah Gilbert, Ray Smith, Ive Burnett, Kell Smith, and Jason Carter for their efforts with this project.

Dr. Clark reported on the recent burglary of MCCB computer equipment and gave a progress update on the recovery of the equipment. He reported that a suspect was apprehended within 48 hours of discovery of theft and that we are aggressively pursuing this matter to regain possession of our equipment.

Dr. Clark reported that Jason Scarborough, a sports radio host, has presented the MCCB with a proposal for radio advertising and we are researching the value of this avenue of marketing.

Dr. Clark deferred to Kell Smith to report on the recognition of retirees from the community colleges.

Kell Smith reported that the first half of the year numbers show 157 community college retirees with more than 3,100 years of service; an average of 20 years per retiree.

Dr. Clark continued his report as follows:

Dr. Clark reported that Dr. West will present an amendment to Board Policy 9.5 and request approval of the job description for the new position of Director of Resource Development.

Dr. Clark reported that Deborah Gilbert will present three contracts for Board approval: 1) continued support for Jobs for MS Graduates, 2) Department of Education career tech funding, and 3) Mississippi Electronic Libraries Online (MELO).

Dr. Clark concluded his report.

Career and Technical Education Report

Dr. Shawn Mackey greeted board members and presented **Exhibit A1**, the official request for Board approval of the 2012 Practical Nursing Curriculum.

In a motion made by Mr. Chip Crane and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the 2012 Practical Nursing Curriculum.

Exhibit A2 is a new program request for a Certificate option in Massage Therapy for Hinds Community College, contingent upon State Massage Therapy Board approval.

In a motion made by Mr. Chip Crane and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the Certificate option in Massage Therapy for Hinds Community College.

Exhibit A3 is a new option request for a Certificate option in Film and Video Technology for Hinds Community College.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Chip Crane, the MCCB Board **voted unanimously** to approve the new option request for a Certificate option in Film and Video Technology for Hinds Community College.

Exhibit B is the official request for Board approval of the 2013 Workforce Policy Manual.

In a motion made by Mr. Chip Crane and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the 2013 Workforce Policy Manual.

Grants and Related Activities Report

Dr. Mackey presented **Exhibit E**, the standard Career Readiness Certificates chart. This is for information only and does not require board approval.

Workforce Report

Dr. Mackey presented **Exhibit F1**, the standard Workforce Budget Report. This report shows all colleges to be in good standing. **Exhibit F2** is the WET Fund Revenue Report. This is for information only and does not require board approval.

Dr. Mackey concluded his report.

Academic Affairs Report

Dr. Joan Haynes presented **Exhibit G, Exhibit H, Exhibit I, and Exhibit J**, the summary report for the June 26th meeting of the Commission on Proprietary School and College Registration. This is for information only and does not require board approval.

Dr. Haynes concluded her report.

eLearning and Instructional Technology Report

Dr. Christian Pruett reported that Ms. Akiah Gibson, Director of Training and Professional Development, began on July 2. Ms. Gibson is presently drafting a needs assessment for the MSVCC Academy with the goal of building new courses for the spring 2013 semester.

Dr. Pruett reported that the MSVCC website is being revamped with a view to marketing; this effort aims to increase public awareness and understanding that the MSVCC has high quality affordable programs that are accessible. In addition, the MSVCC will open Facebook and Twitter accounts.

Dr. Pruett reported that the eLearning college taskforce and Delta Initiative did a great job gathering necessary information for the upcoming release of the eLearning Management System request for proposals on August 7.

Exhibit K is the strategic planning PowerPoint. These slides show the extensive lengths to which the MSVCC has gone to work in line with the needs of the State. Quality, retention, growth, and support are the focus areas for this strategic planning phase.

Dr. Pruett reported that the eLearning boot camp will be held at the end of September to finalize the strategic plan. At this time, the MSVCC will close out the 2008-2012 goals and release the new goals for 2013-2017.

Dr. Pruett asked the Board to approve a \$5,000.00 contractual increase to the Mississippi Electronic Libraries Online (MELO) to allow additional material for FY 2013.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Chip Crane, the Board **voted unanimously** to approve the increase of the MELO budget by \$5,000.00.

Dr. Pruett concluded his report.

Chairman Dickens recessed the meeting at 9:49 a.m. and reconvened the meeting at 10:10 a.m.

Research and Planning Report

Mr. Raul Fletes reported that the June 21 and 22 Summer Data Conference received great reviews. The attendees were provided updates to auditors' guidelines and additional information to increase the consistency in audit reporting.

Mr. Fletes reported that initial numbers show that summer 2012 enrollment numbers have declined from last year. Indications are that the cut in Pell Grant funding has attributed to this decline.

Deputy Executive Director Report, Programs and Accountability

Dr. Debra West presented **Exhibit L**, a request for approval of six new off-campus sites: two at MS Delta CC and four at Hinds CC.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Lee Bush, the Board **voted unanimously** to approve the six new off-campus sites: two at MS Delta CC and four at Hinds CC.

Dr. West presented **Exhibit M**, a request for approval of revisions to Board Policy 9.5 and to submit for APA approval.

In a motion made by Mr. Chip Crane and seconded by Mr. Lee Bush, the Board **voted**

unanimously to approve the revisions to Board Policy 9.5 and to submit for APA approval.

Dr. West presented **Exhibit N**, a request to approve the job description for the Director of Resource Development.

In a motion made by Mr. Lee Bush and seconded by Mr. Bubba Hudspeth, the Board **voted unanimously** to approve the job description for the Director of Resource Development.

Dr. Debra West concluded her report.

Deputy Executive Director Report, Finance and Administration

Mrs. Deborah Gilbert presented the Finance report, as follows:

Attachment 1 is the approval request for the August and September 2012 General Fund Disbursements out of Fund 2298 in the amount of \$9,346,349; August 2012, and \$9,346,359; September 2012.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the 2012 General Fund Disbursements out of Fund 2298 in the amount of \$9,346,349; August 2012, and \$9,346,359; September 2012.

Attachment 2 is the approval request for the Education Enhancement Fund Disbursements out of Fund 4080 in the amount of \$3,266,228.00, and Fund 4110 in the amount of \$82,112.00, totaling \$3,348,340.00, effective July 31, 2012.

In a motion made by Mr. Chip Crane and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the Education Enhancement Fund Disbursements out of Fund 4080 in the amount of \$3,266,228.00, and Fund 4110 in the amount of \$82,112.00, totaling \$3,348,340.00, effective July 31, 2012.

Attachment 3 is the Financial Statement for Funds 2291 and Special Funds as of June 30, 2012. This is for informational purposes only and does not require approval.

Attachments 4a and 4b are the five-year Capital Improvement Plans FY 2014-FY 2018.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the five-year Capital Improvement Plans FY 2014-FY 2018.

Attachment 5a, 5b, and 5c are requests for the Purchasing Approvals.

5a--Contract with Copiah-Lincoln CC to negotiate databases and to provide Mississippi Electronic Libraries Online (MELO) support services for the MSVCC. The Annual amount of the contract is \$125,000.00.

5b- Contract with Jobs for Mississippi Graduates Inc. – to provide the dropout prevention and employability skills training to 35 to 45 high school students. Cost - \$125,000.00 – July 1, 2012 - June 30, 2013 – Workforce Funds.

5c- Agreement between MDE and the MCCB that the MDE will grant authority to the MCCB to manage the day-to-day operations of post-secondary career and technical education beginning July 1, 2012 and ending on June 30, 2015. State Funds to MCCB: \$27,443,473.00.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to the Purchasing Approvals.

5a--Contract with Copiah-Lincoln CC to negotiate databases and to provide Mississippi Electronic Libraries Online (MELO) support services for the MSVCC. The Annual amount of the contract is \$125,000.00.

5b- Contract with Jobs for Mississippi Graduates Inc. – to provide the dropout prevention and

employability skills training to 35 to 45 high school students. Cost - \$125,000.00 – July 1, 2012 - June 30, 2013 – Workforce Funds.

5c- Agreement between MDE and the MCCB that the MDE will grant authority to the MCCB to manage the day-to-day operations of post-secondary career and technical education beginning July 1, 2012 and ending on June 30, 2015. State Funds to MCCB: \$27,443,473.00.

Mrs. Gilbert concluded her report.

Travel Authorizations

Chairman Dickens asked for requests to authorize travel reimbursements for events other than regularly scheduled Board Meetings.

There were no travels requests presented for authorization.

OTHER BUSINESS

Dr. Clark reported an additional update on the recovery of MCCB's burglarized computer equipment.

ADJOURNMENT

In the absence of any further business, the meeting was adjourned at 10:25 a.m.

Recorded by:


Cynthia Jiles, Executive Assistant

Approved by:


Mrs. Patricia Dickens, Chairman


Dr. Eric Clark, Executive Director

Exhibits:

Career and Technical Education
2013 Workforce Policy Manual
Grants/CRC Report
Workforce
Academic Affairs
Research and Planning
Technology
eLearning & Instructional Technology
Programs and Accountability
Finance Report
Dr. Clark's Handouts & News Articles

Exhibits A1, A2, and A3
Exhibit B
Exhibit E
Exhibits F1 and F2
Exhibits G, H, I, J
No Exhibit
No Exhibit
No Exhibit
Exhibits L, M, and N
Separate Agenda